

Draft: OAC Review Process: Roles and Responsibilities

OAC

- Approves plan review process
- Appoints interested commissioners to serve on Review Committee
- Approves review criteria for Prevention/Early Intervention (PEI) and Innovative Programs
- Approves plans and authorizes funding for PEI and Innovative Programs (including planning and infrastructure and statewide programs)
- Meets monthly, as needed, in order to ensure timely approval of PEI and Innovation plans

Review Committee

- Assigns Review Committee members (commissioners) to review teams
- Appoints expert stakeholders and advisors to review teams
- For PEI and Innovation, submits recommendations and rationale to OAC for action regarding approval of plans for funding
- Discusses and integrates “lessons learned” from various review teams; communicates learning and makes recommendations to OAC

Commissioner Members of Review Team

- Determine timeline for review of funding requests
- For PEI and Innovation: recommend criteria by which funding requests will be approved; for other MHSA components, define criteria for comments
- Approve review tool to ensure criteria are assessed consistently
- At OAC request, can approve planning/infrastructure funding for PEI and Innovative Programs

Review Team

- Members individually review plans and, for PEI and Innovative Programs, the Department of Mental Health’s (DMH) comments
- Meets to discuss plans and, for PEI and Innovation, the DMH’s comments
- Determines next steps; obtains more information if needed
- For PEI and Innovation, submits final comments, recommendations and rationale to the Review Committee
- For other components, submits written comments to the DMH

Staff

- Supports Review Committee and review teams
- Ensures timely communication with public, stakeholders and government partners
- Works with the DMH to determine a deadline for comments on each submitted PEI and Innovation plan
- Develops review tool
- Designates a single point of contact to respond to questions about the review process, including responses in writing if requested
- Forwards comments from the DMH regarding PEI and Innovation plans to review team members
- For PEI and Innovative Programs, submits any plans that have been changed during the review process to the DMH to ensure that no changes raise issues that would challenge the Department's ability to write a contract; works with DMH staff, as needed, to ensure that plans brought to OAC for approval allow the DMH to execute a contract
- Puts together for the OAC Commissioners copies of the proposed plans, a summary of the review team's comments, the Review Committee's recommendations for OAC action and the facts supporting the recommendation
- Forwards approved applications to the DMH for actions necessary to implement the contracting process